

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

I. PURPOSE

This directive outlines the City of San Antonio (City) policies and procedures for scheduling department-sponsored items on City Council (Council) Agendas using the electronic Request for Council Action System (RFCA). Use of this system is mandatory for all City Council action requests, including A and B Session items. This system is intended to facilitate the process of review and approval of items for consideration on the Council agendas and to ensure sound policy recommendations to the City Council. This directive supersedes all policy directives previously issued in this regard. Exceptions to any of the policies contained herein shall be made only by the City Manager or his/her designee.

II. REQUEST FOR COUNCIL ACTION (RFCA) SYSTEM

Each item for consideration on the Council Agenda must be accompanied by a briefing memorandum that apprises the City Council of the particular action requested and its impact on City funds and processes. The RFCA system is designed to standardize the development of the briefing memorandum and facilitate its approval. Once the necessary information for the briefing memorandum is entered into the RFCA System and has been finalized by a Department Agenda Coordinator (DAC), it is submitted into a workflow of designated approvers from the originating department, Budget, Finance, Office of the City Attorney, and the Office of the City Manager. The approved briefing memorandums, with supporting documentation or attachments, are included in the agenda information packets delivered to City Council for their review prior to the scheduled City Council meeting. The information contained within the briefing memorandum and attachments are available in electronic format through the City's Intranet and Internet websites.

III. DEFINITIONS

A. City Council A Session

Regularly scheduled meetings of the City Council are referred to as A Session. The City Council conducts this meeting weekly, 9 a.m. on Thursdays, except for the fourth week of the month, in order to take formal action and to pass ordinances and resolutions.

B. City Council B Session

An informal work session for detailed staff presentations or briefings are referred to as B Sessions. Typically, no formal action is taken during these sessions; however, in the event action is required, the official posted agenda will reflect the action item.

C. Workflow Templates

Workflow Templates: A Master collection of records used to define a set of steps needed for an agenda item to follow for the approval process.

D. RFCA Item Workflows

RFCA Item Workflows: Created when an item is submitted for approval. An exact copy of the template applicable to the RFCA Item only.

E. Workflow Members (Originators, Approvers, Reviewers)

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration

Effective Date:

Originators create an agenda item and initiate the approval process by selecting a workflow template. Originators can view only the items they have created and can track the approval process.

"Approvers" or "Reviewers" are designated by the Department within a workflow template and/or specific RFCA Item workflow for a department-sponsored agenda item.

F. Department Agenda Coordinator (DAC)

Primary and Alternate assignment(s) by the Department that provides assistance in the coordination of all department-sponsored Council agenda items.

G. RFCA Memorandum

The final form of communication to City Council of a Council Agenda item developed within the RFCA system.

IV. RESPONSIBILITIES

A. The Department Agenda Coordinator's (DAC) responsibilities include:

1. Developing workflow templates in the RFCA System and designating approvers from reviewing departments based on the nature of the item
2. Coordinating all aspects of the proposed action with the various workflow approvers
3. Creating the department-sponsored item in the RFCA System
4. Monitoring items as they progress through the RFCA system to ensure compliance with the deadlines as outlined in this directive
5. Acts as a liaison to other departments needing assistance with coordinating items
6. Trains department originators, reviewers and approvers
7. Reviews draft and final agendas; informs department directors of any changes to the agenda calendar and items scheduled for City Council consideration that may directly or indirectly impact the department
8. Coordinates with RFCA Administrator / City Agenda Coordinator on any issues related to the RFCA System and agenda items.

B. Department Heads are responsible for assuring all sponsored items are properly coordinated before entry into the RFCA System, an RFCA memorandum is carefully prepared (i.e., complete and concise) for each agenda item, and all deadlines are met with strict compliance.

C. Workflow Members are responsible for reviewing items in a timely manner and providing necessary feedback as requested by the DAC while each item is being drafted in the RFCA System. Additionally, workflow members designated as "approvers" must approve the item in a timely manner after thorough review. When rejection for revision or clarification is necessary, members must promptly notify the respective DAC so as not to delay the item in its progression through the RFCA System.

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

1. The Office of Management and Budget is responsible for reviewing all agenda items to assure conformance of expenditures with the Annual Budget, Capital Improvement Program, adopted policies of the City Council and City Manager, and sound fiscal and administrative policies.
 2. The Finance Department is responsible for reviewing all agenda items and drafting fiscal ordinance language for each item.
 3. The Office of the City Attorney is responsible for providing thorough legal review of each item to assure compliance with the provisions of the City Charter as well as applicable State and Federal laws. Additionally, this office is responsible for drafting posting language (captions) for each item on the City Council meeting agendas in accordance with the established guidelines as outlined in this Directive.
 4. The Office of the City Manager is responsible for approving the final agenda and all RFCA memorandums prior to submission to City Council.
- D. The RFCA Administrator / City Council Agenda Coordinator is responsible for coordinating all aspects of the agenda process including: monitoring and maintenance of the RFCA System, tracking all memorandums submitted, working with Management Team and Department Heads on any necessary revisions, rescheduling, organization and format of agenda items, and duplication and distribution of agenda information packets to the City Council.

V. PRIOR COORDINATION REQUIRED

Prior to submitting a Request for Council Action, the sponsoring Department must, at a minimum, coordinate review, with the following departments: Finance, Budget, Office of the City Attorney and the Office of the City Manager. Additionally, the department shall be responsible for review and coordination of items of particular circumstance as identified below:

A. *Boards, Commissions, Committees*

Items requiring review, comment, or action by any Board, Committee or Commission must acquire such prior to submission of the City Council action request.

B. *Creation of additional personnel positions*

The Department Head shall coordinate the proposed action with the Human Resources Department to assure that new positions are appropriately classified. Items must also be coordinated with the Office of Management and Budget to identify the budgetary implications of the action proposed.

C. *Contracts and leases*

All contracts and leases must be reviewed by the Office of the City Attorney. If prepared by the originating department, the contract or lease must be submitted for

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

review prior to signature by any party or submission of the City Council agenda item. Contracts and leases may be prepared by the Office of the City Attorney, upon request, from the originating department provided that such is accomplished prior to submission of the City Council agenda item. In all cases when the City is the originator, the contract or lease shall be executed by the outside party before City Council action is requested.

D. *Fiscal*

In the event any new SAP Funds, Fund Centers, Cost Centers, WBS Elements are required by the action, such accounting changes must be coordinated with the Finance Department and Office of Management and Budget before the City Council action request is submitted for approval.

E. *Grant Related Items*

Items approving the acceptance or submission of a grant must first be coordinated through the Intergovernmental Relations Department prior to submitting an item for approval, to ensure compliance with the City's Grant Ordinance Process Guidelines. Any grant-related items should include the Grants Administrator as an approver in the item workflow directly after the Department Head.

VI. RFCA COMPONENTS AND MEMORANDUM CONSTRUCTION

The sections below provide guidance on the information required in the RFCA system and briefing memorandums accompanying each agenda item. Concise language and good judgment are required on the part of the Department Head to assure that the format conveys the necessary information to City Council.

A. Date and Agenda Heading Information

This section allows the user to choose from an available list of options in a drop down menu. Available City Council Meeting Dates must be selected sixteen (16) days prior to a City Council Meeting Date to reserve placement on the City Council agenda. Questions regarding classification of agenda items should be directed to the RFCA Administrator / City Council Agenda Coordinator.

B. City Council District

This section allows the user to select the City Council District(s) that are impacted by the City Council item. In the event that all City Council Districts are impacted, or the item has a city-wide impact, the user should choose City-Wide instead of selecting all City Council Districts individually.

C. TV-Caption

This section will be featured on screen during televised City Council Meetings during City Council discussion and describes the City Council Agenda item in 25 characters or less.

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

D. Subject

This section serves as a brief, identifying label for the City Council Agenda item as it progresses through the online RFCA system. It should be limited to ten words or less for easy reference and include keywords to facilitate future keyword searches.

E. Summary

This section provides City Council with a complete synopsis of the action requested to include the nature and desired accomplishments of the action, significant parties, dollar amounts, and other essential information necessary to gain a comprehensive grasp on the specific action requested.

F. Background Information

This section should include the basic background information to inform City Council as to what prompted the need to bring this item forward for consideration. The section should also provide a brief financial summary, a description of the history of, or the need for, the program/product or service.

If the ordinance involved a bid process, include where and when the bid was advertised and the number of bids received. A matrix should be attached to the memorandum that reflects the outcome of the bid process. Request for Proposal/Qualifications (RFP/RFQ) processes should also be described in this section if applicable. If the item is awarding a contract for a capital improvement project, reference the number of contracts (and their dollar value) the selected firm currently has with the City. If none, state that there are no current contracts.

For change order items, include the definition of the specific change order as provided by the Office of Management and Budget.

For items related to grant funding, refer to grant policy concerning the grant submittal and approval process administered by the Intergovernmental Affairs Department. At minimum, state whether this is first-time funding being received, or if not, how many years it has been received. Also, compare the funding received this year versus past years. Discuss the personnel complement, and whether it is the same as in previous years, or the same. Reference the budget that outlines the personnel positions. This section should also discuss the number of people served through this grant.

If the item was presented at a City Council Committee meeting, note the date and outcome of the meeting.

This section can also be separated into sub-sections with titles to allow for organization of the information provided.

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

G. Issue

This section should clearly and concisely describe the action being requested of City Council, the need for this action at the present time, and the general impact of the recommended proposal.

This section also familiarizes City Council with the policy issues involved, and the relationship of the recommended action to past City Council actions and policies. If the action constitutes a new area for policy guidance, the policy issue should be clearly stated. If the action reflects a change from past policy, the change and reason for that change should be explained.

H. Alternatives

This section provides a comparative analysis of viable alternatives to achieve similar results as the proposed action, and explains why the requested action is in the best interest of the City.

Discuss the viable alternatives that City Council has should the item not be approved. The alternatives that were considered should be listed with the rationale for rejecting each alternative. If appropriate, the financial impact and operational benefits or consequences of each alternative can be briefly discussed within this area.

The alternatives of taking no action should be outlined from the perspective of any financial or operational impacts which would result. If one or more of the suggested alternatives would substantially alter existing City policy, this should be discussed.

I. Fiscal Impact

This section describes the detailed financial impact of the proposed action. It should include the following (as many as applicable):

1. Whether or not the item is budgeted
2. If the item is budgeted, include the source of funding (General Fund, General Obligation Bonds, Grant Funds, etc.)
3. If the item cost exceeds the approved budget amount or if it is an unbudgeted item, identify the source of necessary additional funding.
4. Indicate whether the item is a one-time expenditure or a commitment to recurring expenditures.
5. Indicate whether the item is for a full year or a partial year (if a partial year, identify full year cost implications).
6. If the item is a capital project, identify whether it is the total project or a portion of a large project and specify the total cost implication of the project. State if the project is included in the Capital Improvement Program budget.
7. Identify all sources of revenue associated with the subject item: i.e., grants, new or increased fees and charges, reimbursements from other agencies, etc.
8. If acceptance of the item or project will result in revenue being generated for the City, include information on the fiscal year (annual) impact, the total impact, and

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

general terms. Provide information on where revenue will be deposited (general fund, enterprise fund, etc.).

9. If the budget has no financial impact, state this fact.
10. Do not include Systems, Applications and Programs (SAP) codes or information in the text areas of the memorandum. (For example, "This project will be charged from Cost Center 1234567890, to WBS Element 12-34567-02-05.") However, this detailed funding information is required by Finance and should be entered into the RFCA System utilizing the fiscal impact steps.

J. Recommendation

This section advises City Council of staff's recommendation for taking action on this item and summarizes the recommendation based on the analysis provided. This section should include Boards and Commissions recommendations that were part of the approval process and required by City Code or State Statute. Additionally, this section should advise the City Council of any next steps following this action and whether a Discretionary Contracts Disclosure form is attached or necessary.

K. Fiscal Impact Steps

This section is used to communicate to the Finance Department how the departments plan to pay for the goods, services, or capital improvements and is required to be completed for items that include a source of funding (i.e. Capital Projects, Grants, Operating Funds.).

1. Operating funds are defined as funds which require an annual appropriation such as the General Fund.
2. Grants are defined as receiving funds from a granting agency for a specific period of time and will require a grant internal order which identifies the Grant Award. The Grant Internal order will be assigned at the time the budget is finalized.
3. Capital Projects are defined as a construction project lasting over a period of time and will funded using various sources including, Bond Sales (General Obligation Bonds, Certificate of Obligations, Revenue Bonds, Tax Notes, Commercial Paper), or Operating Funds, or Grants which fund capital improvements.

For Capital Projects, Departments should identify the fund source(s) and indicate all required fiscal data on the Fiscal Impact Form provided by the Finance Department. This form is required to be attached in the RFCA System under the Fiscal Impact steps for Capital Projects. For all other items using Grant or Operating Budgets that have already been appropriated, Departments should identify appropriations under the Fiscal Impact steps for projects utilizing Grant or Operating Budgets, as appropriate. Departments should coordinate the request of fiscal information from the Finance Department at least three (3) weeks before entering into the RFCA System.

VII. WORKFLOW TEMPLATES

The Department Agenda Coordinator (DAC) assigned within a department, is required to establish and develop appropriate workflows using the RFCA system. The system is designed to allow for customized workflows based on the needs of the department and can be adjusted depending of the particular agenda item itself. However, all items submitted for approval must adhere to the **Standard Workflow** structure, which requires review by appropriate staff or their designee in the following order:

1. Department Agenda Coordinator
2. Department Director
3. Office of Management and Budget
4. Finance Department
5. Office of the City Attorney
6. Management Team Member

Departments may include additional review steps either before step 1 or between 1 and 2 depending on preferred internal review process of the department. Upon review and approval by the Office of the City Manager, Departments may revise the Standard Workflow structure to allow for alternate coordination.

VIII. ATTACHMENTS

The Request for Council Action (RFCA) system provides a feature to accommodate scanned copies of attachments that supplement the briefing memorandum. The public will have access to these backup documents through the E-Agenda website once the agenda has been finalized or "posted". Typical documents to be attached include maps, Discretionary Contracts Disclosure forms, contracts, agreements, and supplemental budget information.

A. Required Attachments

1. Maps are required for actions that reference property (i.e. Zoning Cases, Plan Amendment Cases, Capital Projects, Land Acquisitions).
2. The Evaluation Team Scoring Summary Sheet is required for City Council items awarding contracts. Contracts and Discretionary Contracts Disclosure Forms are required to be signed by the proposed outside vendor prior to the item submitted for approval. Items scheduled for City Council action in which a contract or Disclosure Form has not been signed by the proposed outside vendor, must be coordinated with the Office of the City Manager. The item will be scheduled for City Council consideration upon approval by the Office of the City Manager.

B. Standard format

Items should be uploaded in PDF format or other format that cannot be altered or modified, and formatted to print in standard 8 ½" by 11" page size.

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

C. Attachment limits

Although the RFCA System does not limit the number or size of attachments, each attachment should be scrutinized carefully as to its necessity for inclusion.

D. Contracts

The contract, signed by the contracting party, should be attached to the ordinance as an exhibit to verify the terms that City Council is approving. If contract cannot be signed prior to City Council consideration, attach contract in substantially final form to ordinance and include "sunset provision" within the ordinance - that shall not exceed sixty (60) days - identifying time period in which to finalize minor details. If the contract contains "confidential," "proprietary," or "trade secret" information in a contract going to City Council, the contract should not be attached in the RFCA System. If a proposal with such indications is made a part of a contract, do not include it in the RFCA System. For more information, please contact the Purchasing Department.

IX. POSTING LANGUAGE

Adequate public notice of each item for City Council consideration is required by State law. The Office of the City Attorney is responsible for drafting language sufficient to satisfy this requirement and to clearly apprise the public, City Council, and city staff. Originating departments are responsible for reviewing and verifying the accuracy of the provided posting language (captions) once the draft agenda is made available to city staff.

Posting language should be simple and concise using a limited amount of technical terms for the benefit of the reader. Departments should coordinate with their assigned attorneys on any information needed that will assist the City Attorney's Office in the development of the captions. Department Agenda Coordinators are responsible for reviewing the posting language for their respective items prior to the posting of the agenda.

X. DEADLINES

Departments are responsible for coordinating and submitting items for City Council consideration well in advance of a City Council Meeting. To ensure proper coordination, items should be entered at least 3 weeks in advance of a meeting date.

ADMINISTRATIVE DIRECTIVE 1.73 Scheduling Items for City Council Consideration
Effective Date:

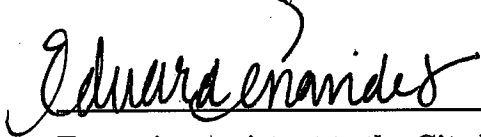
The RFCA System uses the following deadlines with which all staff are required to comply:

Deadlines (Days prior to City Council meeting date)	Completed Tasks	DAC Responsibility
17 th day	RFCA draft item created and circulated to workflow reviewer/approvers for review and comment.	Coordinate with workflow members by sending link to draft item in RFCA and resolve any resulting issues.
16 th day	Item must be approved by the Department Head at the Department Head workflow level or item will be rescheduled to the next available City Council Meeting date.	Confirm that all workflow members' concerns have been addressed, all final revisions have been made, and any absolutely necessary documents have been attached. Complete any internal workflows and secure director approval.
14 th day	Item pending at the Management Team Member level for approval	Monitor item in progression through workflow to minimize delays. Contact workflow members when delays are apparent.
10 th day	Item approved for consideration	Contact respective Management Assistant/Special Projects Manager to offer assistance if delay is apparent.

These deadlines are designed to allow adequate time for review and approval by each of the necessary workflow members. Items not meeting these deadlines will be postponed to the next available meeting. It is the responsibility of the Department Head and staff to plan their items accordingly to avoid such delays for City Council consideration.

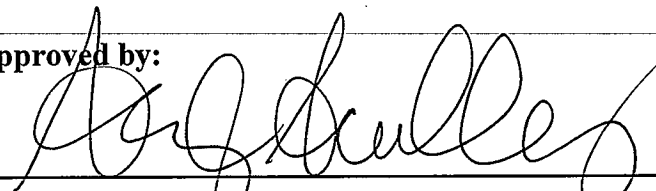
This Administrative Directive supersedes all previous correspondence on this subject and replaces Administrative Directive 1.71 "A" Sessions Agenda Procedure and Administrative Directive 1.72 "B" Session Agenda Procedure. Information and/or clarification may be obtained by contacting the Office of the City Manager at 207-5085.

Recommended by:


Executive Assistant to the City Manager

10/14/2008
Date

Approved by:


Sheryl Sculley, City Manager

10-16-08
Date